

SECRET

20 February 1952

MEMORANDUM FOR: DEPUTY DIRECTOR/ADMINISTRATION

There is a policy determined by Personnel as Agency policy that no training time will be devoted to qualifying people for work in higher grades. If we turn the Personnel Pool at D Street into a training pool, Training would like, for example, to teach file clerks typing so that their usefulness later to the Agency may be increased. This would conflict with the present policy determination. Do you have any opinion on the sense of the present policy and the desirability of changing it?

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Inspector General

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Distr: Original-add
2-signer

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[Signature]

20 February 1982

MEMORANDUM FOR: DEPUTY DIRECTOR/INTELLIGENCE

I have been trying to engineer a change in the personnel pool of new employees so that the time spent in this pool can be used for training. However, in order to occupy the people in the pool, it has developed with other offices of the Agency, largely OCD, the doing of work projects of an unclassified nature. These projects must be handled elsewhere if we convert the pool to a training pool. Last month, the OCD project, which is of a recurring nature, occupied 2,000 man hours at the pool. Will you please examine this OCD work and give us your opinion of whether it is as important as training and whether it can be done elsewhere in the Agency? Who did it before we began to do it at the pool? The decision here, as you see, involves a policy question affecting one of your offices, and I would appreciate your opinion.

Stuart Madden
Inspector General

cc: Director of Training

IG:SH:b
Distr: Orig&1-add
1-Director of Trg.
2-signer
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